JOB AID

CHANGE IN WORK SCHEDULE/HOURS ACTION SAMPLE

HR ASSISTANT

1. HR Assistant initiates CHANGE IN WORK SCHEDULE/HOURS action input sheet.

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HRA/Rep Checks (EHRP) Request

TRANSACTION INFORMATION   * Required fields

WiTS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3891	sp47e@nih.gov	Change in Work Schedule/Hours	09/16/2004	09/16/2004 16:18:35

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	10/03/2004

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent		Date Initiated/Sent		Priority	Medium
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
76598721	Jane	D	Thomas

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Administrative Assistant (OA)	GS	0303	07	3		

Position Number	543219876	Job Code	321654	CAN*	88888888
TK Number*	11111	Base Salary	28626	Total Salary	30762
Certificate Type					

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Base Salary		New Total Salary		Vice	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required					

COMMENTS
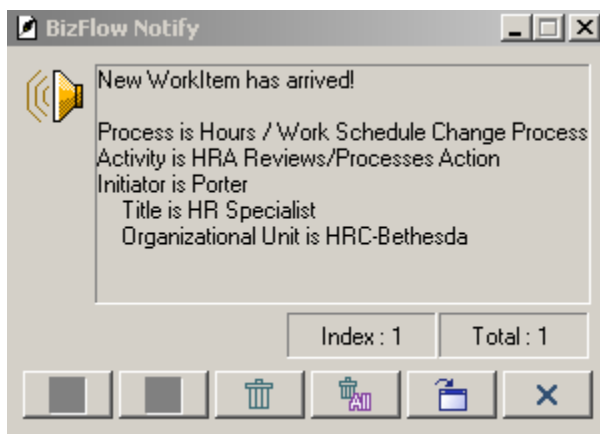
Comments/Status	

- 1 -

2. HR Assistant selects "Submit to Subprocess" and clicks on to end the "Initiate Action" process and retrieve the "Change in Work Schedule/Hours" input sheet.
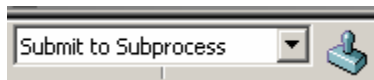
An automatic email notice that the Change in Work Schedule/Hours action has been received in HR is sent to the addressee(s) shown in the AO's Email Address field of the input sheet, for example:

WiTS - Receipt of Action - Change in Work Schedule/Hours - Message (HTML) - US-ASCII

File   Edit   View   Insert   Format   Tools   Actions   Help

Reply   Reply to All   Forward

From: sp47e@nih.gov   Sent: Thu 9/16/2004 4:23 PM
To: sp47e@nih.gov
Cc: sp47e@nih.gov; sp47e@nih.gov
Subject: WiTS - Receipt of Action - Change in Work Schedule/Hours

Your action #3891, HNAM4, OHR, for Jane Thomas has been received in the Human Resources Office. You will be notified if additional information is needed to proceed. You will also be notified when the action has been completed.

If you'd like more information on the Workflow information Tracking Systems (WiTS), please refer to the Office of Human Resource's e-HR web site at: http://ehr.od.nih.gov/wits/default.htm.

3. HR Assistant receives e-mail or WiTS pop-up window notification that a new workitem has been received.

BizFlow Notify

New WorkItem has arrived!

Process is Hours / Work Schedule Change Process
Activity is HRA Reviews/Processes Action
Initiator is Porter
    Title is HR Specialist
    Organizational Unit is HRC-Bethesda

Index : 1   Total : 1

4. HR Assistant opens Change in Work Schedule/Hours action to retrieve and complete the "Change in Work Schedule/Hours" section that has been added at the bottom of the Initiating Action input sheet.

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HRA Reviews/Processes Action

TRANSACTION INFORMATION   * Required fields

WiTS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3891	sp47e@nih.gov	Change in Work Schedule/Hours	09/16/2004	09/16/2004 16:18:35

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	10/03/2004

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated /Sent	09/16/2004 16:22:26	Date Initiated /Sent		Priority	Medium
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
76598721	Jane	D	Thomas

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Administrative Assistant (OA)	GS	0303		3		

Position Number	543219876	Job Code	321654	CAN*	88888888
TK Number*	11111	Base Salary	28626	Total Salary	30762
Certificate Type					

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Base Salary		New Total Salary		Vice	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required					

COMMENTS

Comments/Status	

CHANGE IN WORK SCHEDULE/HOURS

Tour of Duty Old*	Full Time	Tour of Duty New*	Part Time	Benefits Affected	Yes
Hours per Pay Period Old*	80	Hours per Pay Period New*	64		
Date New Position Number Requested	09/16/2004	Date New Position Number Received		New Position Number	
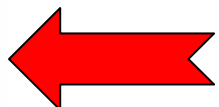
5. Click "***Partially Save***" [button icon] button to save this partial information and close the workitem.

Hours / Work Schedule Change Process - HRA Reviews/Processes Action - Microsoft Internet Explorer

Send to HRS
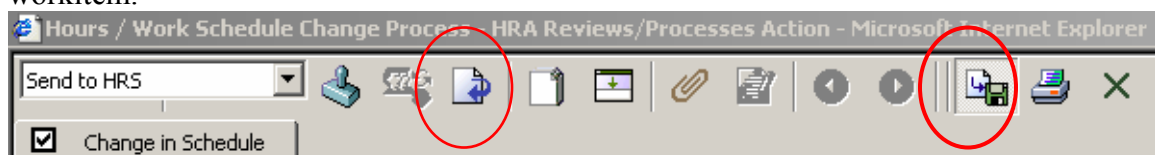
☑ Change in Schedule

6. HR Assistant opens the Change in Work Schedule/Hours action to update and/or complete the remaining data fields. *(Note: These activities may need to be entered at different times to accurately reflect current status. If so, repeat steps 4-6 to update data fields as often as necessary.)*

IMPORTANT: Immediately click on the "*Enable Editing*" button, making sure that the button is selected as shown in screenshot number 5 above.

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HRA Reviews/Processes Action

TRANSACTION INFORMATION * Required fields

WiTS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3891	sp47e@nih.gov	Change in Work Schedule/Hours	09/16/2004	09/16/2004 16:18:35

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	10/03/2004

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent	09/16/2004 16:22:26	Date Initiated/Sent		Priority	Medium
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
76598721	Jane	D	Thomas

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
Administrative Assistant (OA)	GS	0303		3		

Position Number	543219876	Job Code	321654	CAN*	88888888
TK Number*	11111	Base Salary	28626	Total Salary	30762
Certificate Type					

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Base Salary		New Total Salary		Vice	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientation Date		Duty Station		Hire Type	
Fingerprints Required					
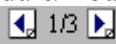
COMMENTS

Comments/Status	

CHANGE IN WORK SCHEDULE/HOURS

Tour of Duty Old*	Full Time	Tour of Duty New*	Part Time	Benefits Affected	Yes
Hours per Pay Period Old*	80	Hours per Pay Period New*	64		
Date New Position Number Requested	09/16/2004	Date New Position Number Received	09/28/2004	New Position Number	99994444

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7. HR Assistant selects "Send to HRS" and clicks on to forward Change in Work Schedule/Hours action to HR Specialist for review.

HR SPECIALIST

8. HR Specialist receives e-mail or WiTS pop-up notification of new workitem.

9. HR Specialist opens and reviews the WiTS Change in Work Schedule/Hours action.

10. HR Specialist selects "Send to SPA" and clicks on to forward Change in Work Schedule/Hours action to the SPA.

SPA

11. SPA receives e-mail or WiTS pop-up notification of new workitem.

12. SPA reviews pages 1-3 and enters the ***Effective Date*** on page 3 of the Change in Work Schedule/Hours input sheet.

    On Page 1 -- SPA reviews **Transaction Information** and **Current Employee/ Position Information** sections of the Change in Work Schedule/Hours input sheet.

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SPA Finalizes Action

TRANSACTION INFORMATION   * Required fields

WiTS #	AO's Email Address*	Action Type*		Date SF-52 Recv'd	Date Entered
3891	sp47e@nih.gov	Change in Work Schedule/Hours		09/16/2004	09/16/2004 16:18:35

Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*
HNAM4	OD	OHR	10/03/2004

HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon
Date Initiated/Sent	09/16/2004 16:22:26	Date Initiated/Sent		Priority	Medium
Date Returned to IO		Date Returned to IO			

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
76598721	Jane	D	Thomas

Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster
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Position Number	543219876	Job Code	321654	CAN*	88888888
TK Number*	11111	Base Salary	28626	Total Salary	30762
Certificate Type					

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster

New Base Salary		New Total Salary		Vice	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientaton Date		Duty Station		Hire Type	
Fingerprints Required					

COMMENTS

Comments/Status	

CLASSIFICATION

Standard QC PD		Position Audited	
Pos. Audit Start Date		Pos. Audit Type	
Pos. Audit End Date		Date Class Started	
Date of Class. Allocation		Date Class Completed	
Date Position Number Reqst'd		Date Job Code Requested	
Date Position Number Rec'd		Date Job Code Received	
New Position Number		New Job code	

RETURN TO DUTY

Return To Duty Date	

On Page 2 ◄ 2/3 ► -- SPA reviews to ensure that no data has been entered into the sections on page 2 of the Change in Work Schedule/Hours input sheet.

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RECRUIT AND SELECTION

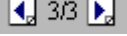| Advertise Job	[▼]	Readvertise Job	[▼]
Ann Number	[ ]	DEU Cert Number	[ ]
Date Ann Opened	[ ]	Date DEU Cert Reqst'd	[ ]
Date Ann Closed	[ ]	DEU Request Number	[ ]
Date to Select. Official	[ ]	Date DEU Cert Issued	[ ]
Selection Date	[ ]	Date DEU to Select. Official	[ ]
Date Selection Rec'd in HR	[ ]	DEU Selection Date	[ ]
Type of Selection	[▼]	Date DEU Cert Ret'd	[ ]
Selection Type	[▼]	DEU Cancellation Date	[ ]
Job Offer Date	[ ]	Cancellation Date	[ ]
Job Offer Response Date	[ ]	Date QH Cert Issued	[ ]
SF-75 Info Required	[▼]	EOD Date	[ ]
Date SF-75 Info Reqst'd	[ ]	Multidisciplinary Pos.	[▼]
Date SF-75 Info Rec'd	[ ]	NIH 2028 Req. for Travel	[▼]
NTE Date	[ ]	Date of HR Auth. of 2028	[ ]
Date Pre-Recruit Form Sent	[ ]	Date Pre-Recruit Form Rcv'd	[ ]
Priority Placement	[▼]	Special Salary Rate	[▼]

AWARDS

Award Type	[▼]	Award Amount	[ ]
Justification	[ ]	Nominating IC	[ ]
Individual/Group	[▼]	Award Period Start Date	[ ]
Group Recipients	[ ]	Award Period End Date	[ ]

CAREER CHANGE

Career Change Type	[▼]	Reason for Change	[▼]	NTE Date	[ ]
Other Reason	[ ]			Career Change EOD Date	[ ]

RESIGNATION

Date of Resignation	[ ]	Type of Separation	Resignation [▼]	Date to ER Office	[ ]
Reason for Resignation	[ ]				
Federal Benefits	[▼]	Benefits Type	[▼]	Date Exit Survey Info Sent	[ ]

On Page 3 ◄ 3/3 ► -- SPA reviews the Change in Work Schedule/Hours section and enters *Effective Date* in **SPA Action Processing** section of the Change in Work Schedule/Hours input sheet.
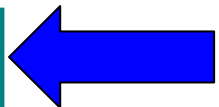
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PAY (including ATM, 3Rs, PSP and PCA

Amount of Increase (dollar)		Amount of Increase (percent)		Date to SPT	
Total Compensation		New Total Compensation		Date Returned From SPT	
Above the Minimum (ATM)		ATM Step		Date ATM Initiated	
ATM Approved		Date ATM Approved			
3Rs		Retention Bonus Amt		Retention Bonus NTE Date	
New Retention Bonus		Retention Bonus Approved		Retention Bonus Approval Date	
Recruitment Bonus Amt		Recruitment Bonus Approved		Recruitment Bonus Approval Date	
Relocation Allowance Amt		Relocation Bonus Approved		Relocation Bonus Approval Date	
Date to HR Director		Date Returned From HR Director		Date to NCC	
Date Returned From NCC					
Physician Special Pay		Scarce Specialty Amt		Geo Location Pay	
PSP Start Date		PSP Stop Date		Length of Service	
Executive Position		Exceptional Quals		FT Status	
Board Cert 1		Board Cert 2		PSP Approved	
PSP Approval Date					
PCA		PCA Start Date		PCA Stop Date	
New Physician Comp Allowance		PCA Contract Length		PCA Annual Amt	
PCA Approved		PCA Approval Date		Mission Specific Allowance	

CHANGE IN SCHEDULE/HOURS

|					
Tour of Duty Old	Full Time	Tour of Duty New	Part Time	Benefits Affected	Yes
Hours per Pay Period Old	80	Hours per Pay Period New	64		
Date New Position Number Requested	09/16/2004	Date New Position Number Received	09/28/2004	New Position Number	99994444

LWOP

ER Related		Federal Benefits		Benefits Type	
LWOP NTE Date					

SPA PROCESSING

Effective Date*	10/03/2004		
SPA PSP Start Date		SPA PSP Stop Date	
SPA PCA Start Date		SPA PCA Stop Date	
SPA Comments			
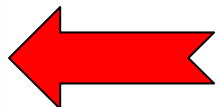
13. SPA selects "Completed-Send Email Notification" and clicks on to complete the WiTS Change in Work Schedule/Hours action and move it from the *Active* to the *Archived* bizcove.
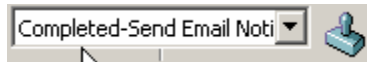
14. Completed action sends an automatic email to the addressee(s) shown in the AO's Email Address field of the input sheet.

Sample email message….